

CHANGES TO TRAVEL REIMBURSEMENT POLICY
TRI-LAB POLICY (LANL, LLNL, LBL)
EFFECTIVE DATE - APRIL 8, 1996

NOTE: Only changes affected by implementing the Tri Lab policy are reflected in this document. The entire 800 section of the Administrative Manual will be updated and available on-line by June 1996.

EXPENSE TYPE	REIMBURSEMENT POLICY
Daily meal and incidental expense allowance for domestic travel (M&IE)	For trips 24 hours or greater in duration, reimbursement will be actual expenses up to \$37.00 per day. Receipts are not required. For trips greater than 10 hours in duration but less than 24 hours, which begin before 7:00 a.m. or end after 7:00 p.m., reimbursement will be actual expenses up to \$26.00. Receipts are not required. For trips 24 hours or longer, enroute days will be calculated on half days basis in order to establish maximum reimbursement allowance. Travelers will report actual M&IE and will be reimbursed actual expenses up to the maximum allowance.
One-day travel (10 hours or less)	Meal expenses are not reimbursable. Other expense reimbursements such as mileage, registration fees etc., will remain the same.
Required Receipts	Receipts are not required for local transportation, miscellaneous expenses, and meals and incidental expenses for any individual expenditure under \$75.00. (Changed from \$25.00 requirement)
Lodging with friends or relatives	Traveler may be reimbursed up to \$25.00 per trip to defray expenses. Receipts are required for any amount in order to be reimbursed. This reimbursement is in addition to the daily M&IE allowance.

EXPENSE TYPE	REIMBURSEMENT POLICY
Non-commercial lodging for domestic travel (trailers and field camping equipment)	Traveler will be reimbursed actual expenses up to \$47.00 per day. The \$47.00 includes the cost of lodging, meals and incidental expenses. Receipts are not required. Travelers must specify type of non-commercial lodging on expense worksheet.
Phone calls	One reasonably brief personal phone call home per day is allowed. All other phone call reimbursements, such as business calls and emergency calls, remain the same. A guideline for this type of expenditure is \$5 per day or \$15 per week. For foreign travel, the guideline is 5 to 10 minutes.
Miscellaneous Expense	Report amount of miscellaneous expenses e.g., postage, excess baggage, FAX transmittals etc. Receipts required for individual expenditures over \$75.00.
ATM Transaction Fee	Travelers will be reimbursed for ATM transaction fees for cash advances against credit card.
Private Aircraft	Travelers will be reimbursed .50 per mile (increased from .45 per mile) if the use of personal aircraft is for official use. If use of the private aircraft is for personal reasons, reimbursement will be based on the lesser of .24 per mile or the cost of a coach class fare (unrestricted).
Rail, bus or private automobile in lieu of Air	Reimbursement is .24 per mile or actual rail or bus fare not to exceed the airfare the Laboratory would have paid. The Standard Highway Guide will be used to determine mileage for private vehicle use. Enroute expenses will be reimbursed if use of private

	vehicle is mission required.
EXPENSE TYPE	REIMBURSEMENT POLICY
Foreign Travel (per diem) Daily Expense allowance	Travelers will be reimbursed the Department of State Per Diem (lodging and M&IE). Receipts are not required. In extenuating circumstances, travelers may be reimbursed up to 150% of the applicable State Department rate or the State Department rate plus \$50, whichever is greater. Requests for reimbursement over the State Department rate will require a written justification. Supporting receipts for lodging and itemized meal expenses will be required, for the entire trip, will be required in order to reimburse over the State Department rate.
Foreign Travel Miscellaneous Expenses	Costs incurred for passports, visas, photos, certificate of birth, health evaluations, inoculations, medical evacuation insurance, currency conversion and check-cashing fees and collision insurance on rental cars will be reimbursed.
Extended Travel (30 days but less than 1 year) Domestic and Foreign	Travelers will be reimbursed actual expenses not to exceed 55% of the federal rates for lodging and M&IE. Receipts are required for lodging. Exceptions to the 55% limit will require written justification and Division Director approval prior to the trip. Supporting receipts will be required in order to reimburse over the 55% ceiling.

March 27, 1996